

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Monday, September 29, 2014 4:56 PM  
**To:** Wood, Melanie; Doyle, Liz; 'Alvin Holman'; 'Anthony Williams'; 'Audrey Washington'; 'Barbara Legas'; Beaver, Tatyana; 'Bella Patheal-Centenera'; Brown, Kevin H.; 'Candace Smith'; 'Charles Bancroft'; 'Christina Colt'; 'Creagh Brownell'; 'David Carcia'; 'Denise Ripley'; 'Elinore Lorenzana'; 'Emily Orzech'; Erikson, Linda; 'Gail Livingstone'; Hill, Barbara; 'Hyon-Su Kim'; 'Jana Schneider'; 'Janice Greenamyre'; 'Jean Alexander'; 'Judith Versey'; 'Laurie Kral'; 'Linda Donahue'; 'MarlaJ Smith'; 'Matthew Magorrian'; 'Melissa Whitaker'; 'Paul Cordero'; Pavy, Jonathan; 'Ramona Castro'; 'Sara Bent'; 'Sharon Buza'; 'Stephanie Kercheval'; 'Steve Bouck'; 'Tom Townsend'; Vaupel, Claudia; 'Veronica Nations'; 'Wendy Wasson'  
**Cc:** Wells, Mike; Kahlo, Meaghan; Allamano, Jonell  
**Subject:** FW: NRMP Alert: Records Schedule Changes - August 2014  
**Categories:** Blue Category, Record Saved - Shared

### Hello Records Coordinators and Special Recipients,

Below are the EPA Records Schedule changes for last month. Please forward this email on to anyone that may need to know about these changes. NRMP has been working very hard on the consolidated records schedules project. Until all of them are finalized, please reference the [Final Schedules](#) and the [Superseded Schedules page](#) links as needed when you need to get the complete schedule. As always, please feel free to contact me with questions.

#### **Updated list of systems covered in guidance for the following schedule:**

Schedule [0088](#)– Bibliographic and Reference Systems

#### **Moved from Draft to Final the following schedule:**

Schedule [1022](#) – Public Affairs, this covers many familiar schedules.

#### **EPA 1022 replaces many records that you have been using:**

[081a](#) – Public Participation

[140b](#) – Presentations for other than Senior Officials

[200c](#) – Training – mission related training

[230a](#) – Public Hearing Files

[250](#) – Publications

[334](#) – Manuscripts of Articles Written by EPA Personnel

[533](#) – Environmental Awards

[459](#) – Conferences, Seminars, Associations, and Societies Files

[548](#) – EPA **Library** Program Files

Not all of the items from the above schedules are covered by the new schedule, EPA 1022. Some still fall under the previous schedules. If you have questions, please feel free to contact me.

Reminder, the next day that **Access (formerly DataSite)** will be emptying shred bins is **Tuesday, October 7<sup>th</sup>**, so please have your reviewed and signed, **EPA R10 In-House Records Destruction Forms to Joyce Aoyama by COB Friday, 10/03/14**. Thanks!

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CRC-163  
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**From:** Sandy York [mailto:York.Sandy@epamail.epa.gov] **On Behalf Of** NRMP@epa.gov

**Sent:** Friday, September 12, 2014 11:22 AM

**Subject:** NRMP Alert: Records Schedule Changes - August 2014

## NRMP Alert

September 12, 2014

EPA's records schedules are drafted, revised and approved regularly. You should review the changes, determine the impact to records maintained in your office, and take appropriate action (e.g., update your file plan).

The schedule changes for [August 2014](#) are now available. Highlights of the changes include:

- Revised 1 schedule (0088) in final status.
- Moved 1 schedule (1022) from draft to final status.
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Thank you.

Sent on behalf of John B. Ellis, Agency Records Officer

U.S. EPA National Records Management Program

Help Desk: 202-566-1494

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